

**AIM Data Collection Guide:**

# **WINTER ATTENDANCE & AGGREGATE HOURS COLLECTION**

*This guide explains the basic process entering Winter Attendance and Aggregate Hours information into AIM.*

*Topics covered in this Quick Reference Guide include:*

- *Four ways to enter attendance and aggregate hours information*
- *Resync State Data*



The Winter Attendance Collection is used to collect the Aggregate Hours of Instruction of all students enrolled on the Winter Count Date. Student data from AIM will then be imported into the MAEFAIRS system to determine the count of students used in the calculating Average Number of Belonging (ANB) for school funding.



The Winter Attendance data must be accurate **as of December 1, 2014**. If there are no classes held on December 1, 2014, use the next regularly scheduled school day. The collection is **due by December 12, 2014**.

There are four basic methods of entering this data. Before beginning this process, there are a few considerations in choosing the most appropriate method for your district:

- 1. All of our attendance data is stored on a third party student information system – which method should I use to enter Attendance information?**
  - Most student information systems have automated uploads to extract attendance information in a format that will upload to AIM (Method #1). *page 2*
- 2. Our district only has a few students – which method should I use to enter Attendance information?**
  - Districts with only a handful of students may find the direct entry method of entering student attendance (Method #2) most convenient. *page 3*
- 3. Our district has about 150 students – but we use paper ledgers to record student attendance – which method should I use to enter Attendance information?**
  - Districts who maintain paper ledgers may want to default all students to full-time (Method #3) and use the direct entry method to modify select students. *page 4*
- 4. Our district uses the MT Edition application (or District Edition) to collect student attendance information – which method should I use to enter Attendance information?**
  - Districts who maintain attendance information in their MT Edition application or District Edition can use the MT Count Date Attendance tool (Method #4) to auto-calculate their Winter Attendance data. *page 5*
- 5. Do I need to enter Aggregate Hours for Early Graduates?**
  - Yes, enter Aggregate Hours for Early Graduates using Method #2. *page 3, 6*

## ENTERING ATTENDANCE INFORMATION INTO AIM –

### METHOD #1: Export Winter Attendance data from your Student Information System.

Create an export file from your Student Information System. Save the file in either \*.txt or \*.tsv format.

From the **Index**, select **MT State Reporting/MT Data Upload**.

Choose **Import Type**, *Attendance – Winter Count*, and **Work to Perform**, *Validate and Test*. Browse for the file and click **Upload**.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.
3. **Load Complete File - CAUTION** Data imported from this file **will replace all existing data** of this type. A summary report will be generated indicating the number of records that were changed or deleted. This option is useful for deleting any data that was previously entered and replacing it with the contents of the uploaded file.

**Import Options**

Import Type: **Attendance - Winter Count**

Work to Perform: **Validate and Test File**

File:  **Browse...** **Upload**

Or

Result File: **04/18/2013 13:52:59 (COMPLETE)** **Load**

**Results:**

File Name: AS\_0280\_01052012.tsv  
Processing Started Time: Thu Jan 05 16:37:46 CST 2012.  
Processing Finished Time: Thu Jan 05 16:37:47 CST 2012.  
Total Time To Process File: 0.468 seconds.

0 Records Inserted.  
0 Records Changed.  
0 Records Deleted.  
0 Records No Changes.

**Error Count:0**  
**Warning Count:0**

**Error Detail:**

Line Number	Error Message	Content
No Errors		

**Warning Detail:**

Check the **Import Results Summary** for errors. Correct the errors in your Student Information System and the file.

Upload the file again (to re-check for errors).

Once the file is free of errors, return to **MT State Reporting/MT Data Upload**.

Change **Work to Perform** to *Load Partial File*. Click **Upload**.

**NOTE:** Be sure to resync the data-see page 7.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 2 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

**Recent Changes:**

1. **Student Demographics** - Field 11 (Race/Ethnicity) has been changed to a filler field and data in this field will no longer be imported.
2. **Student Enrollments** - Field 15 (No Show) has been changed to a filler field and data in this field will no longer be imported.
3. **Program Participation** - Fields 09,10,11, and 12 (Free/Reduced Lunch, SPED Status, Part B Start Date, Part B End Date) have been changed to filler fields and data in these fields will no longer be imported. As a result field 13 (Section 504) no longer has a validation and either 'Y' or 'N' will be imported.
4. **Career and Technical Education** - Fields 10,11, and 14 (Tech Prep Participant, Non Traditional Enrollee, and Career Path) have been changed to filler fields and data in these fields will no longer be imported.

**Import Options**

Import Type: **Attendance - Winter Count**

Work to Perform: **Load Partial File**

File:  **Browse...** **Upload**

Or

Result File: **04/18/2013 13:52:59 (COMPLETE)** **Load**

## METHOD #2: Enter Aggregate Hours and Attendance by Student using Direct Entry.

Select **Year 14-15** and a **School**.

Click the **Search** tab. *Search for Student.*

Click **Go**.

Click a Student's name and select the **Enrollments** tab.

**Kaye, Danny D**  
Grade: 11 #999100006 DOB: 06/04/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Reco

Summary **Enrollments** Schedule Attendance Flags Grades Tran:

Print Enrollment History New New Enrollment History

Edit	Grade	Type	Calendar	Start Date	End Date
	12	P	14-15 Granite High School	08/27/2014	
Start Status: 02 Continued enrollment same school, no interruption					
End Status:					
	11	P	13-14 Granite High School	09/03/2013	05/31/2014
Start Status: 02 Continued enrollment same school, no interruption					
End Status: 340 Unknown					
	10	P	12-13 Granite High School	09/04/2012	05/31/2013
Start Status: 02 Continued enrollment same school, no interruption					
End Status: 100 End of year, returning to same school next year					
	09	P	11-12 Granite High School	09/06/2011	05/31/2012
Start Status: 04 Transfer from public school in district or state					

**Bell, Alexander G**  
#5678 DOB: 10/10/1996 Gender: M

Credit Summary Assessment Behavior Graduation AdHoc Letters Records Transfer

Summary **Enrollments** Schedule Attendance Flags Grades Transcript

Save Delete Print Enrollment History New New Enrollment History

**General Enrollment Information**

Calendar: 14-15 Granite High School Schedule (read only): Main \*Grade: 09 Class Rank Exclude: ☐ \*Service Type: N: Special Ed Services

\*Start Date: 08/24/2014 No Show: ☐ End Date:  End Action:  End Status:

\*Start Status: 09: Transfer from home school within the state Dropout Reason:

Start Comments: Speech services only. End Comments:

**Future Enrollment**

Next Calendar:  Next Schedule Structure:  Next Grade:

**State Reporting Fields**

State Exclude: ☐ Serving District:  Resident District:

**Military Connected Status**

Student is a dependent of a member of:

**Attendance and Enrollment Information (auto-calculated read-only)**

Fall Attendance Count:  Fall Aggregate Hours of Inst.:  Fall Absent: 0.000 Exclude Fall ANB - 10 Day Rule: ☐

Winter Attendance Count:  Winter Aggregate Hours of Inst.:  Exclude Winter ANB - 10 Day Rule: ☐

Spring Attendance Count:  Spring Aggregate Hours of Inst.:  Exclude Spring ANB - 10 Day Rule: ☐

Test Winter Attendance Count:

Open the current 14-15 school year enrollment. Scroll down to the **Attendance and Enrollment Information** section.

Under **Winter Aggregate Hours**, select the appropriate hours.

Checking the **Exclude Winter ANB – 10 Day Rule** box will exclude the student from the Winter ANB count. Mark this box if the student was absent more than 10 days prior to the Count Date **and** your district has not requested an exception from School Finance prior to the Count Date.

Click **Save**.

Continue for every student enrolled on December 1, 2014.

## METHOD #3: Default Aggregate Hours to Full-time and enter Attendance.

From the **Index**, select **MT State Reporting/MT Extracts**.

Select **Extract Type**, **Attendance – Winter Count** and **Format**, **State Format (TSV)**. Select the **Calendar(s)**.

Click **Generate Extract**.

Save the file to a convenient location (i.e., the desktop).

**MT State Extracts**

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the State Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debugging formats.

**Extract Options**

Extract Type: Attendance - Winter Count  
Format: State Format(TSV)  
Generate Extract

**Select Calendars**

Which calendar(s) would you like to include in the report?  
☒ active year ☐ list by school ☐ list by year

**13-14**

- 13-14 Cascade 7-8
- 13-14 Cascade High School
- 13-14 Cascade School
- Cascade 7-8 13-14
- Cascade School 13-14

Winter Attendance Collection

December 2014

From the **Index**, select **MT State Reporting/MT Data Upload**.

From **Import Type**, select **Attendance – Winter Count** and **Work to Perform, Load Partial File**.

Click **Upload**.

All students will now be marked as **F: 720+**.

**State Data Import**

Select an option under "Import Type" to specify which record type you are uploading. If the file you upload contains more than one type of record, (i.e. SD and EN records) select "Multiple Record Types".

Select an option under "Work To Perform" to indicate how the file should be processed. There are 3 options:

1. **Validate and Test File** - Only error checking will be performed on the file. A summary report will be generated identifying any errors that were found. No data is imported under this option.
2. **Load Partial File** - Data from the file will **add to or update the current student record** in the AIM system. A summary report will be generated indicating the number of records that were inserted or changed. This option should be used when updating the information on a partial list of students.

**Import Options**

Import Type: **Attendance - Winter Count**

Work to Perform: **Load Partial File**

File:

Or

Result File:

## Erpp, Wyatt

Grade: 04 DOB: 04/01/2004 Gender: M

Demographics Identities Households Relationships

Enrollments District Employment District Assignments Credentials

Enrollment Editor					
Edit	Grade	Type	Calendar	Start Date	End Date
<input checked="" type="checkbox"/>	05	P	14-15 Philipsburg School	08/27/2014	
Start Status: 02 Continued enrollment same school, no interruption					
End Status: Modified By: Administrator, System - 09/17/2014					
<input checked="" type="checkbox"/>	04	P	13-14 Philipsburg School	08/27/2013	08/31/2014
Start Status: 02 Continued enrollment same school, no interruption					
End Status: 100 End of year, returning to same school next year					
<input checked="" type="checkbox"/>	03	P	12-13 Philipsburg School	09/04/2012	05/31/2013
Start Status: 02 Continued enrollment same school, no interruption					

If a student has different *Aggregate Hours* (other than **F: 720+**), follow these instructions:

Click the **Search** tab. Enter the student's *Last Name*. Click **Go**.

Click the student's name and select the **Enrollments** tab.

Open the current 14-15 school year enrollment. Scroll down under the State Reporting fields section to the **Attendance and Enrollment Information** section.

If the *Aggregate Hours* are different, select the appropriate number of hours.

If it applies, check the *Exclude Winter ANB – 10 Day Rule* box to exclude the student from the Winter ANB count. Mark this box if:

Student was absent more than 10 days prior to the Count Date **and** your district has not requested an exception.  
OR  
Student is attending a Day Treatment program as of the count date. (See [Day Treatment – Reporting Students in AIM for more information.](#))

Click **Save**.

**NOTE:** Be sure to resync the data – see page 7.

**Attendance and Enrollment Information** (auto-calculated read-only)

<b>Fall Attendance Count</b>		
Fall Aggregate Hours of Inst.	Fall Absent	Exclude Fall ANB - 10 Day Rule
<input type="text" value="0.000"/>	<input type="text" value="0.000"/>	<input type="checkbox"/>
<b>Winter Attendance Count</b>		
Winter Aggregate Hours of Inst.		Exclude Winter ANB - 10 Day Rule
Q: 180 to 359 hours		<input checked="" type="checkbox"/>
<b>Spring Attendance Count</b>		
Spring Aggregate Hours of Inst.		Exclude Spring ANB - 10 Day Rule
<input type="text" value=""/>		<input type="checkbox"/>

## METHOD #4: Districts using Infinite Campus to Record Attendance

Districts who record daily attendance in MT Edition or District Edition do not need to enter Aggregate Hours for individual students. This information will be calculated automatically from the attendance data entered in Infinite Campus.

- **NOTE: This must be done after attendance has been taken on the Count Date or up to two weeks later.**

Choose a **School** and **Calendar** (you will only need to select a calendar if you have more than one in a school).

From the **Index**, expand **MT State Reporting**. Select **MT Count Date Attendance**.

From **Select Count Period to Calculate**, choose **Winter**. All other options will calculate automatically. Click **Run Test**.

Year 14-15 School Granite High School

Index Search Help < **Count Date Attendance**

System Administrator

- › Student Information
- › Instruction
- › Census
- › Behavior
- › Health
- › Attendance
- › Scheduling
- › Grading & Standards
- › Programs
- › Ad Hoc Reporting
- › User Communication
- › Assessment
- › System Administration
- › FRAM
- › Messenger
- ▼ MT State Reporting
  - MT Data Upload
  - MT Extracts
  - TEAMS Extract
  - MT Transcript Extract
  - MT Count Date Attendance**
  - MT End of Year ADA

Count date attendance will be calculated based on the count period selected below in the tool bar at the top of the screen. A calendar must be selected in the tool bar.

For Count Date Attendance the following count dates will be used, unless a date is selected:

Fall: First Monday in October; if not instructional use first instructional day after 10/01/2014  
 Winter: First Monday in December; if not instructional use first instructional day after 12/01/2014  
 Testing: First Tuesday in March; if not instructional use first instructional day after 03/01/2015  
 Spring: First Monday in February; if not instructional use first instructional day after 02/01/2015

It is recommended that a test be run prior to the running the calculation. The test includes count date used, number of enrollments updated, and errors and warnings provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in the tool bar.

This tool can be run for previous or current calendars.

**Count Date Attendance**

Select Count Period to Calculate: **Winter** Count Date: **12/01/2014**

Select A Calculation

☒ Aggregate Hours of Instruction

☒ Exclude ANB 10 Day Rule

Ad Hoc:

**Run Test** **Generate** **Submit to Batch**

Open the Results Report.

Check the warnings/errors and make corrections as needed.

These results were generated in TEST mode and no data has been inserted into the database.

**Result Report**

Count Date(s)

Calendar Name	Schedule Structure	Count Date
14-15 Frenchtown High School	All	10/01/2014

**Aggregate Hours of Instruction**

Field	Number of Enrollments Update
Fall	3/1
Winter	0
Spring	0
Testing	0

**Absent**

Field	Number of Enrollments Update
Fall	32
Testing	0

**10 Day Rule**

Field	Number of Enrollments Update
Fall	0
Winter	0
Spring	0



Return to the **MT Count Date Attendance** tool. **Click Generate.**

Repeat for each School/Calendar.

**Note:**

The Aggregate Hours of Instruction field is now editable for Campus District Edition users. If a student was not properly scheduled, it may cause the aggregate hours to calculate incorrectly. Correct this by changing the value directly in the field.

**\*\* Individual corrections will be overridden if any subsequent recalculation of Aggregate Hours for that count date is done using the MT Count Date Attendance tool.**

### Count Date Attendance

Count date attendance will be calculated based on the count period selected below and the calendar/schedule structure selected in the tool bar at the top of the screen. A calendar must be selected in order to complete the calculation.

For Count Date Attendance the following count dates will be used, unless a date is provided in the date override field.

Fall: First Monday in October; if not instructional use first instructional day after the first Monday in October.

Winter: First Monday in December; if not instructional use first instructional day after the first Monday in December.

Testing: First Tuesday in March; if not instructional use first instructional day after the first Tuesday in March

Spring: First Monday in February; if not instructional use first instructional day after the first Monday in February

It is recommended that a test be run prior to the running the calculation. The "test" option will provide a results report that includes count date used, number of enrollments updated, and errors and warnings. The generate option will also provide these results.

If batch is selected, user must navigate to the batch queue or process inbox in order to receive the results reports.

This tool can be run for previous or current calendars.

**Count Date Attendance**

Select Count Period to Calculate: **Winter** Count Date: **12/01/2014**

Select A Calculation

☒ Aggregate Hours of Instruction

☒ Exclude ANB 10 Day Rule

Ad Hoc:

Batch Resync

Selective Sync

☒ Check dependencies

<input type="checkbox"/>	DIS Objects	Last Resync	Results	Status Legend
<input checked="" type="checkbox"/>	<input type="checkbox"/> District	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> ReportingEntity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input checked="" type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> School	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> Calendar	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	CourseSection			
<input checked="" type="checkbox"/>	<input type="checkbox"/> ScheduleStructure	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Day			
<input checked="" type="checkbox"/>	<input type="checkbox"/> StructureGradeLevel	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/> PersonIdentity	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	BehaviorType			
<input type="checkbox"/>	BehaviorResolutionType			
<input type="checkbox"/>	BehaviorResponseType			
<input type="checkbox"/>	Behavior			
<input type="checkbox"/>	CensusContactSummary			
<input type="checkbox"/>	ContactLog			
<input type="checkbox"/>	Employment			
<input type="checkbox"/>	EmploymentAssignment			
<input type="checkbox"/>	EmploymentBackground			
<input type="checkbox"/>	EmploymentCredential			
<input checked="" type="checkbox"/>	<input type="checkbox"/> Enrollment	09/03/2014 14:50:11	Processed: 0 Errors: 0	<input type="radio"/>
<input type="checkbox"/>	Evaluation			

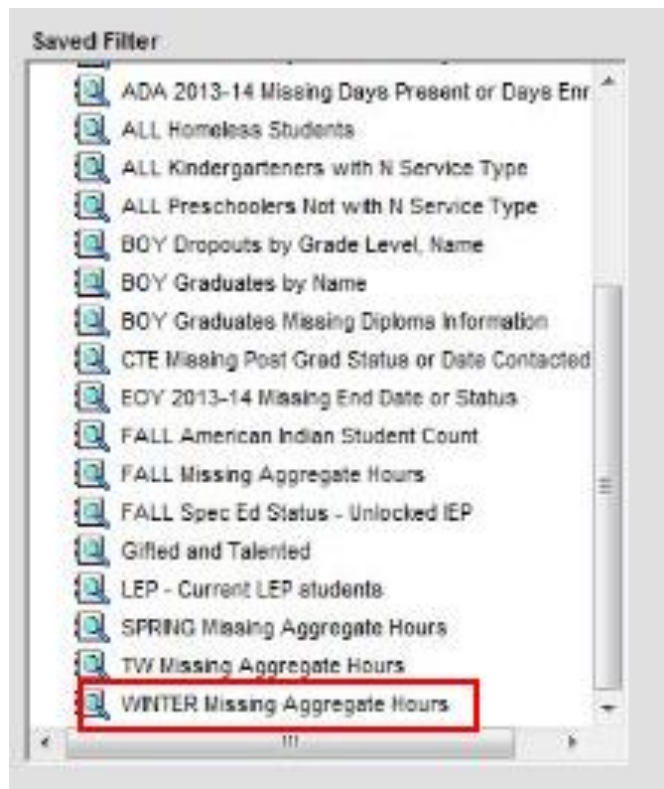
### RESYNC STATE DATA

When using any of the above methods, **EXCEPT METHOD #2**, it is important to perform a data resync when finished.

From the **Index**, expand **System Administration/Data Utilities/Resync State Data**. Set the **Year** to 14-15.

Check the box for **Enrollment**. All associated boxes will automatically populate. At the bottom, click **Request Resync**.

A data sync is required for all file uploads and recommended before data collection due dates.



## STATE PUBLISHED AD HOC FILTERS

A state published ad hoc filter is available to help verify winter attendance data.

Under Ad Hoc Reporting, Filter Designer, State Published is: **WINTER Missing Aggregate Hours** which searches for all student records that are missing winter aggregate hours.

When using ad hoc filters, remember to set **Year** to 14-15 at the top of the screen and set **School** to the school or schools to be searched.

Contact the OPI AIM Helpdesk at 1-877-424-6681 or  
[opiainhelp@mt.gov](mailto:opiainhelp@mt.gov) for assistance.